

R 151633Z FEB 05
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS
SPECIAL EMBASSY PROGRAM
AMEMBASSY ABIDJAN
AMEMBASSY BAGHDAD
AMEMBASSY BUJUMBURA
AMEMBASSY DUSHANBE
AMEMBASSY KHARTOUM
USLO TRIPOLI
AMEMBASSY GEORGETOWN
REO MOSUL 0000
REO BASRAH 0000
REO KIRKUK 0000

UNCLAS STATE 027078

E.O. 12958: N/A
TAGS: KFLO, AMGT, KSEP
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE

1. THE FOLLOWING IS A VACANCY ANNOUNCEMENT IN THE FAMILY
LIAISON OFFICE (M/DGHR/FLO). PLEASE PASS TO CLO
COORDINATOR AND PUBLISH WIDELY IN YOUR MISSION.

2. TITLE: PROGRAM ASSISTANT (OA), FAMILY LIAISON OFFICE
(M/DGHR/FLO), GS-303-7, FULL TIME, 2-YEAR LIMITED
APPOINTMENT, EXCEPTED SERVICE, SCHEDULE A.

SUMMARY AND BACKGROUND: FAMILY LIAISON OFFICE CLIENTS
INCLUDE FOREIGN SERVICE AND CIVIL SERVICE EMPLOYEES AND
THEIR FAMILY MEMBERS PREPARING FOR, SERVING ABROAD, OR
RETURNING TO THE UNITED STATES. THE PROGRAM ASSISTANT IN
THE FAMILY LIAISON OFFICE REPORTS TO THE DEPUTY DIRECTOR.
MAJOR RESPONSIBILITIES OF THE POSITION ARE TO PROVIDE
INFORMATION AND REFERRAL ON EDUCATION AND YOUTH PROGRAMS
AND SUPPORT SERVICES TO FOREIGN SERVICE FAMILIES, AND TO
DEVELOP AND MAINTAIN FILES AND DATABASES RELATING TO THE
TWO PROGRAMS. THE PROGRAM ASSISTANT ALSO WRITES AND
UPDATES RESOURCE MATERIALS, AND PROVIDES ADMINISTRATIVE
SUPPORT TO THE TWO PROGRAM AREAS. TO LEARN MORE ABOUT THE
FAMILY LIAISON OFFICE VISIT OUR WEBSITES.
INTRANET: [HTTP://HRWEB.HR.STATE.GOV/FLO/INDEX.HTML](http://hrweb.hr.state.gov/flo/index.html)
INTERNET: [HTTP://WWW.STATE.GOV/M/DGHR/FLO](http://www.state.gov/m/dghr/flo)

MAJOR DUTIES

DEVELOP, ADMINISTER, AND MAINTAIN VARIOUS DATABASES
DEPENDING ON PROGRAM NEEDS, INCLUDING, BUT NOT LIMITED TO
THE OVERSEAS CHILDCARE REPORT AND PERIODICALLY ESTABLISHED

DATABASES DESIGNED TO TRACK EVACUEES. ANALYZE DATA AND REGULATIONS RELATED TO EDUCATION, YOUTH SERVICES, AND SUPPORT SERVICES SUCH AS EVACUATIONS AND DIVORCE.

DEVELOP REPORTS FROM THE DATABASES AS REQUESTED BY FLO STAFF, THE DEPARTMENT OF STATE, AND OTHER GOVERNMENT AGENCIES, INTERNATIONAL BUSINESSES, PARENTS, AND PRIVATE VOLUNTARY ORGANIZATIONS.

DEVELOP AND MAINTAIN ACCURATE STATISTICAL RECORDS AND REPORTS.

ASSIST WITH PRESENTATION SCHEDULES FOR CLO COORDINATORS, THE SECURITY OVERSEAS SEMINAR AND OTHER BRIEFINGS AS REQUIRED IN THE AREAS OF EDUCATION AND CRISIS MANAGEMENT. UPDATE HANDOUTS RELEVANT TO THE TWO PROGRAM AREAS. CONDUCT BRIEFINGS IN ABSENCE OF THE SUPPORT SERVICES OR EDUCATION OFFICER.

IDENTIFY TOPICS OF INTEREST AND PERIODICALLY WRITE ARTICLES AND NEWS BRIEFS FOR FAMILY LIAISON OFFICE PUBLICATIONS.

MAINTAIN RESOURCE FILES INCLUDING POST FILES, BOOKS, ARTICLES, AND OTHER PUBLICATIONS RELEVANT TO THE TARGET PROGRAMS AND CARRY OUT BIBLIOGRAPHIC AND INTERNET RESEARCH AS REQUESTED.

PREPARE CABLES AND CORRESPONDENCE AND COORDINATE LARGE MAILINGS.

PROVIDE ASSISTANCE AS NECESSARY TO SUPPORT SERVICES OFFICER INCLUDING ORGANIZING AND CONDUCTING BRIEFINGS, REGULAR MAILINGS AND TELEPHONE CONTACT WITH EVACUEES.

QUALIFICATIONS/RANKING FACTORS

MUST BE A U.S. CITIZEN AND HAVE A MINIMUM OF 4 YEARS OF EXPERIENCE THAT PROVIDED OPPORTUNITY TO GAIN AND DEMONSTRATE:

GENERAL KNOWLEDGE OF THE ECONOMIC, EMPLOYMENT, EDUCATIONAL, AND SOCIAL ISSUES IMPACTING MEMBERS OF THE FOREIGN SERVICE COMMUNITY GAINED THROUGH HAVING LIVED OR WORKED IN AN OVERSEAS EMBASSY OR CONSULATE COMMUNITY FOR A MINIMUM OF 4 YEARS.

ABILITY TO APPLY BASIC ANALYTICAL METHODS TO VARIOUS ASPECTS OF ASSIGNED PROGRAM OR PROJECT AREAS, SPECIFICALLY REGULATIONS RELATING TO EDUCATION ISSUES FOR FOREIGN SERVICE CHILDREN AND YOUTH, CRISIS MANAGEMENT AND EVACUATION PROCEDURES.

ABILITY TO COMMUNICATE ORALLY IN PERFORMING CLERICAL AND

TECHNICAL WORK, ESPECIALLY ABILITY TO ARTICULATE INFORMATION ON THE FLO AND CLO PROGRAMS. EXPERIENCE IN GIVING PRESENTATIONS AND BRIEFING CONSIDERED A PLUS.

ABILITY TO COMPOSE CORRESPONDENCE AND OTHER WRITTEN MATERIAL RELATED TO FLO PROGRAM AREAS.

COMPUTER SKILLS REQUIRED, ESPECIALLY KNOWLEDGE OF MICROSOFT WORD PROCESSING, SPREADSHEET APPLICATIONS, AND INTERNET SEARCHES (TRAINING WILL BE AVAILABLE).

EARLY AVAILABILITY IS A DESIRABLE FACTOR.

3. HOW TO APPLY: INTERESTED INDIVIDUALS MAY SUBMIT ONE OF THE FOLLOWING: AN OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF-612), A SF-171, A RESUME OR ANY OTHER WRITTEN FORMAT (SEE IMPORTANT INSTRUCTIONS FOR SUBMITTING A RESUME AT THE END OF THIS ANNOUNCEMENT). IN ADDITION, EACH CANDIDATE MUST SUBMIT A SUPPLEMENTAL STATEMENT THAT ADDRESSES EACH RANKING FACTOR AND EXPLAINS IN DETAIL HOW THE APPLICANT'S EXPERIENCE (PAID OR UNPAID), EDUCATION OR SPECIAL TRAINING RELATES TO THOSE QUALIFICATIONS (SEE NUMBER 5 UNDER ADDITIONAL INFORMATION).

APPLICATIONS THAT ARE INCOMPLETE OR MAILED IN GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. SEND APPLICATIONS TO MS. BRENDA MARSHALL, HR/EX, ROOM H726, SA-1, DEPARTMENT OF STATE, WASHINGTON, D.C. 20520. APPLICATIONS MAY ALSO BE FAXED TO MS. MARSHALL ON (202) 663-2371. THE APPLICATION MUST BE RECEIVED BY CLOSE OF BUSINESS, WEDNESDAY, MARCH 2, 2005. IF THERE ARE ANY QUESTIONS REGARDING THIS ANNOUNCEMENT, PLEASE CALL LESLIE TEIXEIRA, DEPUTY DIRECTOR, M/DGHR/FLO, ON (202) 647-1076. OVERSEAS APPLICANTS MAY WANT TO EMAIL, CABLE, OR FAX (202-647-1670) THEIR INTENTION TO APPLY TO MS. TEIXEIRA.

4. EVALUATION METHOD: DETERMINATION OF BASIC ELIGIBILITY AND EVALUATION OF THE APPLICANT'S EXPERIENCE, EDUCATION AND TRAINING WILL BE BASED SOLELY ON A REVIEW OF THE FEDERAL APPLICATION OR RESUME. IT IS IMPERATIVE THAT THE INFORMATION PROVIDED BE IN SUFFICIENT DETAIL TO PERMIT ACCURATE EVALUATION OF ELIGIBILITY AND BACKGROUND AS THEY RELATE TO THE QUALIFICATION REQUIREMENTS LISTED IN THE ANNOUNCEMENT. COMPETITION FOR VACANCIES IN THE FAMILY LIAISON OFFICE IS OFTEN VERY KEEN. GENERALLY, ONLY THE TOP 3 TO 5 BEST-QUALIFIED CANDIDATED WILL BE REFERRED FOR INTERVIEW.

5. ADDITIONAL INFORMATION: 1. ALL CURRENT FEDERAL EMPLOYEES AND REINSTATEMENT ELIGIBLES MUST SUBMIT A CURRENT PERFORMANCE APPRAISAL AND A SF-50 SHOWING PROOF OF COMPETITIVE STATUS. (IF A CURRENT PERFORMANCE APPRAISAL DOES NOT EXIST, A FORM DS 1812 (APPLICANT APPRAISAL) OR EQUIVALENT FORM FROM ANOTHER AGENCY, SIGNED BY THE CURRENT

SUPERVISOR, IS ACCEPTABLE, OR IF THE PERFORMANCE APPRAISAL OF RECORD DOES NOT FULLY ADDRESS THE RANKING FACTORS, THE DS 1812 MAY BE SUBMITTED). 2. ALL NON-COMPETITIVE ELIGIBLES MUST SUBMIT PROOF OF ELIGIBILITY. 3. ALL APPLICANTS CLAIMING VETERANS' PREFERENCE MUST PROVIDE PROOF OF ELIGIBILITY. 4. ALL OTHER APPLICANTS (NON-STATUS) MUST SUBMIT INFORMATION IDENTIFIED ABOVE. 5. ALL APPLICANTS MUST SUBMIT INFORMATION THAT ADDRESSES THE RANKING FACTORS (QUALIFICATIONS) IN THIS ANNOUNCEMENT. 6. ALL APPLICANTS SHOULD SUBMIT SF-181, RACE AND NATIONAL ORIGIN FORM (FOR STATISTICAL PURPOSES ONLY).

- PRIVACY ACT INFORMATION: THE OFFICE OF PERSONNEL MANAGEMENT AND OTHER FEDERAL AGENCIES RATE APPLICANTS FOR FEDERAL JOBS UNDER THE AUTHORITY OF SECTIONS 1104, 1302, 3301, 3304, 3320, 3361, 3393, AND 3394 OF TITLE 5 OF THE UNITED STATES CODE. THE INFORMATION REQUESTED IS NEEDED TO EVALUATE YOUR QUALIFICATIONS. OTHER LAWS REQUIRE INQUIRING ABOUT CITIZENSHIP, MILITARY SERVICE, ETC.

6. INFORMATION FOR THOSE WHO WISH TO SUBMIT A RESUME: PLEASE NOTE THAT ALTHOUGH NEITHER THE FORMAT NOR A PARTICULAR APPLICATION FORM IS SPECIFIED, THERE IS CERTAIN INFORMATION THAT APPLICANTS MUST PROVIDE IN ORDER TO DETERMINE IF THE LEGAL REQUIREMENTS FOR FEDERAL EMPLOYMENT HAVE BEEN MET AND TO EVALUATE ONE'S QUALIFICATIONS. IF A RESUME FORMAT IS USED, IT MUST CONTAIN THE FOLLOWING INFORMATION FOR THE APPLICANT TO BE CONSIDERED FOR THE POSITION.

- PERSONAL AND EDUCATIONAL INFORMATION: 1. FULL NAME, MAILING ADDRESS (WITH ZIP CODE) AND DAY AND EVENING PHONE NUMBERS, INCLUDING AREA CODE; 2. SOCIAL SECURITY NUMBER; 3. COUNTRY OF CITIZENSHIP (MOST FEDERAL JOBS REQUIRE U.S. CITIZENSHIP); 4. VETERANS' PREFERENCE (PROOF OF ELIGIBILITY REQUIRED); 5. HIGHEST FEDERAL CIVILIAN GRADE HELD, INCLUDING SERIES, BEGINNING AND ENDING DATES; 6. NAME, CITY AND STATE OF LAST HIGH SCHOOL ATTENDED AND DATE OF DIPLOMA OR GED; 7. NAME AND STATE OF COLLEGES AND UNIVERSITIES ATTENDED, MAJOR FIELDS OF STUDY, TYPE AND YEAR OF ANY DEGREES RECEIVED (IF NO DEGREE, SHOW TOTAL NUMBER OF CREDITS EARNED AND INDICATE WHETHER THEY ARE IN QUARTER OR SEMESTER HOURS).

- WORK EXPERIENCE AND OTHER QUALIFICATIONS: APPLICANTS MUST PROVIDE INFORMATION ON THEIR WORK EXPERIENCE, BOTH PAID AND NON-PAID, THAT IS RELATED TO THE POSITION FOR WHICH THEY ARE APPLYING, INCLUDING: 1. JOB TITLE (SERIES AND GRADE IF FEDERAL EMPLOYMENT); 2. DUTIES AND ACCOMPLISHMENTS; 3. EMPLOYER'S NAME AND ADDRESS; 4. SUPERVISOR'S NAME AND TELEPHONE NUMBER (INDICATE IF WE MAY CONTACT YOUR CURRENT SUPERVISOR); 5. STARTING AND ENDING DATES OF EMPLOYMENT (MONTH AND YEAR); 6. HOURS WORKED PER WEEK; 7. SALARY; 8. ANY OTHER QUALIFICATION, INCLUDING:

JOB-RELATED TRAINING (TITLE AND DATE OF COURSE); SKILLS (E.G., LANGUAGES, TYPING SPEED, TOOLS, MACHINERY, COMPUTER SOFTWARE/HARDWARE); CURRENT LICENSES; OR HONORS, AWARDS AND SPECIAL ACCOMPLISHMENTS (E.G., HONOR SOCIETIES, PUBLICATIONS).

APPLYING FOR CIVIL SERVICE POSITIONS REQUIRING TYPING SKILLS:

FEDERAL AGENCIES HAVE THE OPTION OF PERMITTING APPLICANTS FOR POSITIONS REQUIRING TYPING SKILLS TO SUBMIT SELF-CERTIFICATION OF TYPING PROFICIENCY IN LIEU OF TAKING A TYPING PERFORMANCE TEST. A "QUALIFIED TYPIST" IS DEFINED AS SOMEONE WHO CAN TYPE 40 WORDS PER MINUTE (WPM) WITH NO MORE THAN 3 ERRORS ON A 5-MINUTE TIMED TEST. THE FOLLOWING IS THE DEPARTMENT'S POLICY REGARDING APPLICATIONS FOR CIVIL SERVICE POSITIONS REQUIRING A "QUALIFIED" TYPIST:

A. CURRENT AND FORMER FEDERAL EMPLOYEES WHO ARE CURRENTLY SERVING OR HAVE SERVED IN FEDERAL POSITIONS REQUIRING TYPING SKILLS (E.G., SECRETARIES, OFFICE AUTOMATION CLERKS, ETC.) ARE NOT REQUIRED TO SUBMIT A TYPING PROFICIENCY NOR TO SELF-CERTIFY TYPING SKILLS. EVIDENCE OF THIS SKILL WILL BE OBTAINED FROM THE SF-50, NOTIFICATION OF PERSONNEL ACTION, WHICH MUST BE SUBMITTED AS PART OF THE APPLICATION PACKAGE.

B. DEPARTMENT OF STATE EMPLOYEES (CIVIL AND FOREIGN SERVICE) WHO HAVE NEVER HELD A FEDERAL POSITION REQUIRING TYPING SKILLS - REGARDLESS OF WHETHER THEY ARE IN A PAY OR NON-PAY STATUS; PERMANENT OR TEMPORARY - MAY "SELF-CERTIFY" THEIR TYPING SKILLS WHEN APPLYING FOR CIVIL SERVICE POSITIONS REQUIRING A "QUALIFIED" TYPIST BY INCLUDING THE DECLARATION BELOW IN THEIR APPLICATION PACKAGES:

"I CERTIFY THAT I CAN CURRENTLY TYPE A MINIMUM OF 40 WPM WITH NO MORE THAN 3 ERRORS. MY TYPING SPEED AND ERROR RATES ARE BASED ON TYPING PERFORMANCE FOR A PERIOD OF 5 MINUTES. I GAINED MY TYPING SKILL THROUGH: EMPLOYEE MUST BRIEFLY DESCRIBE HOW SKILLS WERE ACQUIRED, E.G., WORK AND/OR SCHOOL).

EMPLOYEES SHOULD UNDERSTAND THAT A CLAIM OF TYPING PROFICIENCY MAY BE VERIFIED AT THE TIME OF CONSIDERATION FOR THE POSITION. ADDITIONALLY, AN ERRONEOUS STATEMENT OF TYPING CAPABILITY MAY RESULT IN THE EMPLOYEE LOSING CONSIDERATION FOR THE POSITION OR MAY BE GROUNDS FOR REMOVAL SHOULD THE EMPLOYEE BE UNABLE TO PERFORM HIS/HER TYPING DUTIES.

ALL OTHER INDIVIDUALS MUST SUBMIT A CERTIFICATION OF TYPING PROFICIENCY, ALONG WITH THEIR APPLICATION, WHEN APPLYING FOR CIVIL SERVICE POSITIONS REQUIRING A "QUALIFIED" TYPIST. SHOULD AN APPLICANT FAIL TO SUBMIT THE

PROFICIENCY WITH HIS/HER APPLICATION, (S)HE WILL NOT BE CONSIDERED FOR THE JOB. VARIOUS SOURCES ADMINISTER THE TYPING TEST (E.G., LOCAL HIGH SCHOOLS, BUSINESS COLLEGES, EMPLOYMENT AGENCIES, STATE AND LOCAL EMPLOYMENT OFFICES). THE CERTIFICATION MUST BE SIGNED BY THE TEST ADMINISTRATOR ON THE SCHOOL OR ORGANIZATION'S LETTERHEAD OR FORM AND MUST INDICATE THE SPEED IN WORDS PER MINUTE, TOTAL NUMBER OF ERRORS, AND THAT THE TEST WAS OF FIVE MINUTES' DURATION.

THE CAREER DEVELOPMENT RESOURCE CENTER CAN FURTHER EXPLAIN APPLICATION DOCUMENTS AND MAY BE CONTACTED AT THEIR WEBSITES.

Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>

Internet: <http://www.state.gov/www/cdrc/index.html>

7. MINIMIZE CONSIDERED.

RICE